



## Policy Development and Revision Procedures

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| Section: Governance and Operations                       | Attachment(s): <ul style="list-style-type: none"><li>Policy Template</li></ul> |
| Policy #:  |  |
| Effective Date:  |  |
| Adoption Date:   |  |
| Revision Dates:  |  |
| Issuing Department: Centre County Board of Commissioners |  |
| Responsible Officer: County Administrator                |  |
| Required Review Period: As needed                        |  |

### Section 1: Policy Statement

Centre County Government desires to establish a process for the development, adoption and revision of County policies that will facilitate uniformity in decision making and provide sound guidance for the operation of Centre County Government.

### Section 2: Overview

The purpose of this policy is to ensure that Centre County employees, elected officials, volunteers, interns, contractors and job applicants are governed by up-to-date, well-developed and understandable policies that are presented in a common format, formally adopted by the Centre County Board of Commissioners, and maintained in an easily accessible manner.

### Section 3: Provisions

The operations conducted by Centre County Government require various types of policy; the identification of which is made with respect to management divisions. Policy categories may include, but are not limited to, the following:

- Governance and Operations: policies that provide County-wide guidance and are of a general administrative or operational nature.
- Human Resources: employment and workplace policies concerning appropriate conduct, employee benefits, job performance and compliance with law.
- Environmental, Health and Wellness: policies associated with reducing risks associated with the use and care of County property and safety of County employees.
- Financial: policies relating to accounting, budgeting, procurement, travel and other financial functions.
- Information Technology: policies that address various forms of digital data and cover IT systems, access and related issues.

To further the policy development process and at the discretion of the Centre County Board of Commissioners, a **Policy Committee** will be established to serve as a technical review committee for evaluating draft policies for compliance and content. This committee, appointed by the County Administrator, should include County employees best qualified to address policy needs and changes in each of the five policy categories listed above plus others as needed. Due to the magnitude of the federal and state grants received by the County, it is advisable to include an individual on the committee who is familiar with grant policy compliance. The chairman of the committee will be appointed at the discretion of the Centre County Administrator and does not need to represent one of the five policy categories. The objectives of this committee are to: develop new policies where no policy exists or revise and update existing policies to remove duplication and achieve consistency with federal, state and local laws and regulations including those required for the receipt of federal and state funding.

To ensure easy access to County policies, Centre County will maintain a **management system** to host the most recently adopted versions of every County policy. To ensure consistency in administration, individual County departments should not maintain separate copies or versions of the County's adopted policies. This does not preclude departments from maintaining internal departmental policies and procedures, provided the internal departmental policies and procedures do not conflict with County policies.

#### **Section 4: Procedures**

The activity of developing and revising County policy generally involves the review of existing policies and procedures, research, consultation and synthesis of information to produce a draft policy for circulation to the Policy Committee (if in existence at the time), County department heads and officials. Throughout the policy development process, input, advice, reactions, clarifications, etc. will be requested, as needed, from individuals within Centre County Government.

The following steps generally characterize the process of developing Centre County policy:

- Issue Identification
- Research
- Composition of Draft Text
- Establishment of a "Required Review Period", if applicable. See Section 5: Definitions
- Consultation with Policy Committee (if existing) and with others
- Rework Draft Text – perhaps multiple times
- County Administrator Review
- Composition of the Public Presentation Draft
- Presentation of Draft Policy to the Centre County Board of Commissioners
- Adoption by the Board of Commissioners
- Implementation
- Periodic Review of Policy Content – See Section 5: Definitions

A standard policy format is to be used to ensure consistency. See Attachment 1 for the Centre County Policy Template.

For **minor changes** (See Section 5: Definitions), recommended text will be developed with collaboration by the Office of Human Resources and/or the Issuing Department Head. Upon finalization of the text, the Office of Human Resources may submit the revisions directly to the County Administrator or designee for consideration who will make a determination of the need for formal adoption by the Board of Commissioners.

**Policy Review:** Provisions are included for each policy to establish a “Required Review Period”. The review period can be stated “as needed” or be more specific to meet the obligations of the County to comply with federal and state regulations. The “Required Review Period” is found in the heading of each policy. Policy review should occur when any of the following circumstances occur:

- Changes in laws or regulations
- An incident or policy violation
- Established review requirements to meet compliance with laws and regulations
- Changes in grant award compliance obligations
- New technology

Requirements apply when, during the process of policy review, it is determined that a policy must be amended, consolidated with another policy, or repealed. All three of these actions require notification by the policy committee or Issuing Department to the County Administrator and the Centre County Board of Commissioners with a request to adopt the recommended action. This notice of intent to amend, consolidate or repeal a policy must include the following information:

- Policy Name and Number (if applicable)
- Original Adoption Date
- Most Recent Revision Date (prior to the proposed action)
- General Statement of the Provisions of the Policy being amended, consolidated or repealed.

Please note that the Centre County Board of Commissioners will consider actions to amend, consolidate and repeal policies with the same consideration and formality as adoption.

**Policies will contain:**

- Header Information: Assigns the policy category, identifies attachments, includes important dates (including the effective date), and names the Issuing Department and the responsible officer. Also includes a stated time during which the policy must be reviewed and updated.
- Policy Statement: Purpose of the policy
- Overview: Establishes the legal basis for the policy and identifies the parties governed by the policy.
- Provisions: Identifies the general tasks and functions required to implement the policy.
- Procedures: Identifies a series of steps required to implement the policy.
- Definitions: Provides an explanation of key terms.
- Related Policies: A listing of other County policies that relate due to their purpose to address similar yet different issues.
- Repealer and Severability Clause: Three (3) clauses comprise this section stating the following:

All prior policies and/or directives or parts of policies and/or directives that are contrary to the provisions of this policy are hereby repealed to give this policy full force and effect.

If any section, clause, sentence, provision, or any part of this policy is held to be invalid or unconstitutional, the remaining sections, clauses, sentences, or parts not included therein, will remain in full force.

Exceptions to this policy may be granted by the Board of Commissioners.

- **Concluding Symbol:** The insertion of three pound symbols (###) centered at the conclusion of the policy to signify the last page.

## **Section 5: Definitions**

**Minor Change:** These are suggested changes that no one would typically find inappropriate. For example, correcting grammar or spelling are minor changes; so is nomenclature when referring to a County department name or job title of a County employee. Any change to a policy that changes its purpose, overview, provisions, or procedures would not be considered minor. Likewise, any changes resulting from revisions to laws or regulations would not be a minor change.

**Periodic Review of Policy Content:** This process is conducted as required to meet federal and state laws and regulations. The Issuing Department for the policy to be reviewed will initiate this process, and is responsible for drafting the recommended changes, submitting the changes for review by the Director of Human Resources and the County Administrator, in lieu of the County's Policy Committee should the committee be non-existing at the time.

**Policy:** A policy is a document established to provide guidance and assistance for the conduct of County business. Policies ensure compliance with applicable laws and regulations, reduce risk, and facilitate uniformity in decision making.

**Required Review Period:** At a minimum, every policy should be reviewed every 3 years unless a more frequent schedule is established by the Issuing Department.

## **Section 6: Related Policies**

Not applicable.

## **Repealer and Severability:**

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## Name of Policy

|                                |                       |
|--------------------------------|-----------------------|
| <b>Section:</b>                | <b>Attachment(s):</b> |
| <b>Policy #:</b>               |                       |
| <b>Effective Date:</b>         |                       |
| <b>Adoption Date:</b>          |                       |
| <b>Revision Dates:</b>         |                       |
| <b>Issuing Department:</b>     |                       |
| <b>Responsible Officer:</b>    |                       |
| <b>Required Review Period:</b> |                       |

**Section 1: Policy Statement**

**Section 2: Overview**

**Section 3: Provisions**

**Section 4: Procedures**

**Section 5: Definitions**

**Section 6: Related Forms and Policies**

**Repealer and Severability**

All prior policies and/or directives or parts of policies and/or directives that are contrary to the provisions of this policy are hereby repealed to give this policy full force and effect.

If any section, clause, sentence, provision, or any part of this policy is held to be invalid or unconstitutional, the remaining sections, clauses, sentences, or parts not included therein, will remain in full force.

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